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OCT 28 1953

Special Assistant to the Chief of Logistics

Chief, Administrative Staff, Logistics Office

Administrative Staff Objectives Review, First Quarter of Fiscal Year 1954

1. The following information is furnished regarding the Administrative Staff's programmed objectives for Fiscal Year 1954:

- a. Establish a performance type budget for operational use reflecting the detailed programmed objectives of the Logistics Office. (completed)
- b. Establish a budget control to insure expenditure of funds in accordance with planned programmed objectives. (25% complete)
- c. Establish clear staff and functional responsibilities on budget matters between the major operating components of the Agency, Logistics Office, and the Comptroller's Office to insure effective coordination in budget planning and administration. (20% complete)
- d. Develop procedures to implement the policies of the Career Service Board. *25% complete*
 - (i) Establish and maintain a current roster of logistics personnel throughout the Agency.
 - (ii) Develop a planned personnel rotation program designed to supply trained logistics personnel when and where needed.
 - (iii) Develop qualification standards for recruitment and promotion of logistics personnel.
 - (iv) Develop position standards and grade levels for logistics positions as the basis for recruitment, training, and placement of logistics personnel. (25% complete)
- e. Analyze training requirements for Agency logistics personnel and conduct or arrange for such training as necessary to make most effective use of available manpower.
 - (i) Provide personal indoctrination and on-the-job training for Agency logistics junior officers and other higher level personnel scheduled for overseas assignment.
 - (ii) Develop and conduct a technical logistics training course for Agency logistics personnel.
 - (iii) Schedule all office professional and technical personnel through the Agency Administrative Support Course.
 - (iv) Utilize Agency, Defense Department, and non-governmental training facilities to the extent practicable in the development of technical skills.
 - (v) Develop a program for the planned training and career development of selected individuals who will occupy key positions. (25% complete)

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f. Develop and implement, in conjunction with the Comptroller, a revolving stock fund account for use in the procurement of administrative supplies

2. The following additional objectives are programmed for Fiscal Year 1954.

Done
a. Develop justification to assist the Comptroller in advancing the proposal to have Agency funds made available on a no-year limitation or continuing appropriation basis. (20% complete)

b. Establish and implement procedures for the direction and administration of a Records Management Program.

Done
c. To compile, analyze, and recommend proposed legislation required for CIA as it affects logistical authority and responsibility.

d. Develop and provide monthly orientation program for new Logistics Office personnel regarding the mission and functions of the Logistics Office. (Expect orientation to begin 1 December 1953.)

e. Develop and provide a Logistics Support Course for the training of DD/P logistics personnel. (Expect initial course to be given 9 November 1953.)

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LD/AS/JED:lmr (28 October 1953)

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